Rationale
This policy sets out the requirements for the attendance of students in NSW government schools.

Policy Statement
Section 22 of the Education Act (1990) states that it is the duty of the parent of a child of compulsory school-age to cause the child:

(a) to be enrolled at, and to attend, a government school or a registered non-government school, or
(b) to be registered for home schooling with the Board of Studies and to receive instruction in accordance with the conditions to which the registration is subject.

All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.

Section 24 of the Act requires Principals to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available for inspection during school hours by a Board inspector or by any authorised person.

Audience and Applicability
Department of Education and Communities Policy applies to all NSW government schools, excluding preschools.

Context
Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

Encouraging regular attendance is a core school responsibility.

The school attendance register should reflect the highest professional standards.

This policy should be read in the context of The Enrolment of Students in Government Schools: A summary and consolidation of policy (1997) and the Memorandum Enhanced Enrolment Procedures
Parents and Carers
It is the duty of the parent of a child of compulsory school-age to cause the child:
(a) to be enrolled at, and to attend, a government school or a registered non-government school, or
(b) to be registered for home schooling with the Board of Studies and to receive instruction in accordance
with the conditions to which the registration is subject.

Parents are required to explain the absences of their children from school promptly and within seven school
days to the school.

Principals
- must provide clear information to students and parents regarding attendance requirements and the
  consequences of unsatisfactory attendance or their delegate will undertake all reasonable measures to
  contact parents promptly and within two school days of an unexplained absence occurring
- are responsible for ensuring that attendance records are maintained in an approved format and are an
  accurate record of the attendance of students
- must ensure that the School Education Director is informed of attendance problems and issues. This
  includes providing the School Education Director or nominee with regular information about students
  for whom chronic non-attendance is an issue
- must ensure that school staff are provided with information on attendance requirements and their
  obligation to monitor and promote regular attendance at school

Principals have the authority to grant:
- sick leave to students whose absences are satisfactorily explained as being due to illness
- an exemption from school attendance for periods totalling up to 50 days in a 12 month period for any
  one student
- part-day exemptions from school for periods totalling up to 50 days in a twelve month period (See
  Statements 1.3.2 and 1.3.3 of Guidelines for Exemption from School 2009).

Monitoring, Evaluation and Reporting Requirements
Teachers
- Will mark daily attendance and monitor student attendance patterns
- Collect and maintain absentee records
- Contact parents when absence explanations have not been received
- Contact parents when students have been absent for 3 or more consecutive days without contacting
  the school.
- Provide monitoring data to School Executive upon request
- Record attendance data on the Student Record Card each term and Student Reports each Semester.

Assistant Principal (Welfare) / Principal
- Provide staff with training and instruction in regards to school attendance and roll marking procedures
- Monitor student attendance records
- Contact Parents in regards to emerging attendance problems
- Liaise with the HSLO in relation to attendance monitoring and student referrals.
- Collect and archive attendance records annually.
Kendall Public School
Attendance Policy

School Procedures

Organisation
- All teachers receive an Attendance Pack each Semester with essential resources
  - Blank Calendar to monitor daily attendance and provision of absentee explanations
  - Attendance Monitoring Sheets for students with regular absences
  - Instructions for marking the roll on OASIS
  - Attendance Register Codes
  - Absentee explanation slips

Attendance Monitoring
- All teachers mark the roll daily utilising Oasis
- Admin staff generate a hard copy summary of attendance weekly for the previous fortnight. This is signed by the Principal and retained by the school.

Early and Late Arrivals (Partial Absences)
- Parents and Carers must report to the office and complete the Partial Absence slip, this is taken to the class teacher to be kept with attendance records
- Office staff note partial absence on OASIS

Attendance Monitoring
- Informal discussions occur between teachers and executive as attendance issues arise with formal responses and monitoring taking place as necessary
- Each term a formal monitoring process is undertaken where records are checked and Parents contacted regarding Expressions of Concern.
- Referrals made to the HSLO as required

Home School Liaison Officer
- Monitors school attendance each year
- Attends to the school as required to investigate and support students referred.

Resources and Relevant Documents
- Student Attendance in Government Schools - Procedures
- The Enrolment of Students in Government Schools: A summary and consolidation of policy (1997)
- The Memorandum Enhanced Enrolment Procedures
- Exemption from School - Procedures
- Guidelines for Exemption from School 2009
- Exemptions from Enrolment and Attendance at School - Frequently Asked Questions
- Referral for Home School Liaison Support
- Supporting Student Attendance Guidelines
- Attendance Register Codes